

MPR 3600.2
REVISION B

EFFECTIVE DATE: September 10, 2004
EXPIRATION DATE: September 10, 2009

MARSHALL PROCEDURAL REQUIREMENTS

RS01

TIME AND ATTENDANCE PROCESS

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DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Canceled) | Document Revision | Effective Date | Description |
|--|----------------------|-------------------|---|
| Baseline | | 5/2/00 | |
| Revision | A | 3/10/03 | Updated URL in footers. Process changes per implementation of the WebTADS timekeeping system and the NASA/Agency Administrator directive to simplify time and attendance reporting. |
| Revision | B | 9/10/2004 | Changes per HQ Rules Review Action. Changed font, changed MPG to MPR, changed "shall" to bold print in paragraph headings. |
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PREFACE

P.1 PURPOSE

This Directive establishes the responsibilities and procedures for recording, approving, and reporting of Marshall Space Flight Center (MSFC) employee time and attendance data.

P.2 APPLICABILITY

This Directive applies to all MSFC organizational elements.

P.3 AUTHORITY

MPD 1280.1, "Marshall Management Manual"

P.4 APPLICABLE DOCUMENTS

- a. FMM 9620, "Pay, Leave and Allowances"
- b. NPR 1441.1, "NASA Records Retention Schedules"

P.5 REFERENCES

FMM 9600 NASA Financial Management Manual

P.6 CANCELLATION

MPG 3600.2A dated March 10, 2003

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

Complete definitions of time and attendance terminology are given in NASA Financial Management Manual (FMM) 9600, at <http://www.hq.nasa.gov/fmm/fmmintro.htm>.

2. RESPONSIBILITIES

2.1 The employee shall:

2.1.1 Record hours worked and leave hours for each pay period, by correct labor category, in the timekeeping system. Labor codes may be verified with the organization's Resource Analyst/Business Office.

2.1.2 Request adjustments to prior pay period time and attendance data in the timekeeping system.

2.1.3 Prepare requests for overtime and leave in the timekeeping system.

2.1.4 Designate a Point-of-Contact (POC) to perform this function on behalf of the employee if the employee is not available to record time and attendance data.

2.2 If called upon to act for the employee, the POC shall:

2.2.1 Receive time and attendance data from the employee.

2.2.2 Review the time and attendance data received to ensure that labor categories and hours are accurate and complete.

2.2.3 Record the data in the timekeeping system.

2.2.4 Correct any errors on the timesheet prior to approval by the employee's supervisor or team lead.

2.2.5 Perform on-line prior pay period adjustment requests for time and attendance data previously recorded in the payroll system. Submit these requests for on-line approval by the employee's supervisor or team lead and acceptance for pay processing by the Payroll Office.

2.2.6 Perform on-line requests for overtime, compensatory time earned, holiday work and religious compensatory time earned, and leave, and submit for approval by the employee's supervisor or team lead.

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2.3 The person responsible for approving time shall:

2.3.1 Ensure that data recorded are accurate and complete.

2.3.2 Approve employee time and attendance data.

2.3.3 Approve, modify, or reject prior pay period adjustments submitted in the timekeeping system by the employee or POC.

2.3.4 Approve, modify, or reject overtime or leave requests submitted in the timekeeping system by the employee or POC.

2.4 The Payroll Office shall:

2.4.1 Accept or reject prior pay period time and attendance adjustments approved by supervisors and/or team leads.

2.4.2 Run the prior pay period accepted adjustment report from the timekeeping system.

2.4.3 Record adjustments to prior pay period time and attendance data in the payroll system no later than Friday of the second week of the pay period, based on the prior pay period accepted adjustment report.

2.4.4 Ensure that the payroll system is updated properly according to the prior pay period accepted adjustment report and that the employee adjustments are processed for pay in the current pay cycle.

2.4.5 Provide a copy of the prior pay period accepted adjustment report to the labor cost analyst for recording in the MSFC labor cost system for the current pay cycle.

2.4.6 Receive time and attendance data and initiate the payroll process for checking missing and unapproved time sheets for the current pay period.

2.4.7 Run the timesheet status listing (missing list) to check for unapproved timesheets and timesheets with less than 80 hours recorded.

2.4.8 Notify approver, employee, or POC if timesheet data is missing, incomplete, or not approved. To ensure that pay is processed for each employee, timesheets for which approval cannot be secured shall be processed as annual leave.

2.4.9 Lock the timekeeping system after all timesheets have been corrected.

2.4.10 Run final timesheet status listing after all incomplete or missing timesheet data have been corrected.

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2.4.11 Run the timesheet warning messages report and initiate the payroll audit process for reviewing approved time and attendance data to ensure regulatory recording of leave, overtime, compensatory time, and other attendance as necessary.

2.4.12 Identify changes to timesheet data for updating in the payroll and timekeeping systems, as a result of the payroll audit (see the “As Paid” Timesheet Correction process discussed in section 2.4.16 below).

2.4.13 Update the payroll system based on the approved time and attendance data.

2.4.14 Update the payroll system with corrections identified in the payroll audit.

2.4.15 Ensure that all time and attendance data are balanced in the payroll system.

2.4.16 Record in the timekeeping system any timesheet corrections made as a result of the payroll audit and/or subsequent processing in the payroll system, utilizing the “As Paid” Timesheet Correction Process.

2.4.17 Ensure that the timekeeping system is updated properly to reflect all timesheet corrections made by the payroll office after timesheets were submitted for processing.

3. PROCEDURE

The detailed procedure for recording, approving, and processing time and attendance data is outlined in Appendix Z. This process creates the input for payroll information that is processed via the payroll system. The process also provides input to the MSFC labor cost system. Information resulting from this process is used in Center and Agency reporting of civil service labor costs.

4. RECORDS

Employee electronic time sheets, supporting documents (i.e., approved electronic overtime and leave requests), and electronic prior pay period adjustments are the records resulting from this process. These shall be retained by the Payroll Office until after a GAO audit or 6 years; whichever is sooner, in accordance with NPR 1441.1, Schedule 3.

5. FLOW DIAGRAM

See Appendix Z, detailed flow diagram.

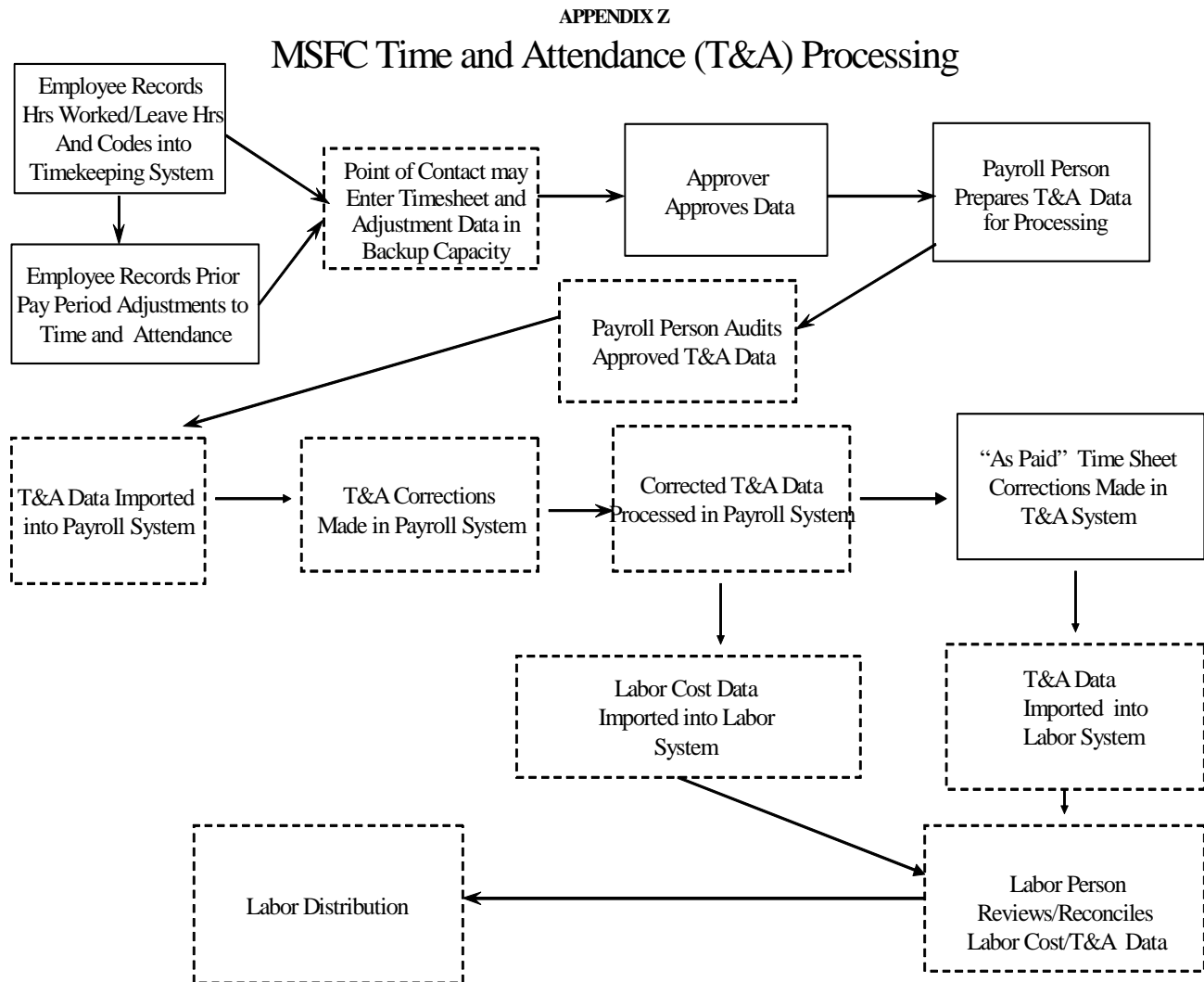
Appendix Z contains 7 charts, sequentially numbered. Chart 1 is an overview of the entire time and attendance process. Charts 2-7 show the detailed steps involved in processing the time and attendance data, from completion of the time sheet, review and approval, payroll audit, entry into

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the payroll system, and correction of time and attendance data resulting from the payroll audit or subsequent processing in the payroll system. Each chart contains block diagrams delineated with dashed and solid lines and boxes. Dashed lines signify activities in the time and attendance process. Solid lines signify steps within an activity.

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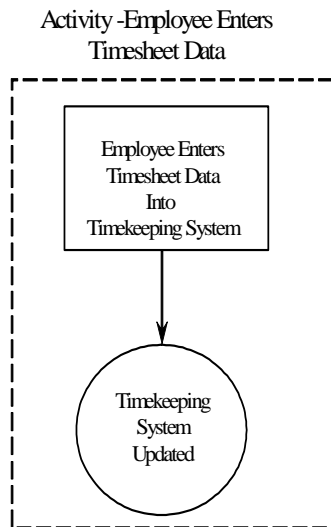
Chart 1



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Chart 2

Employee Enters Timesheet Data

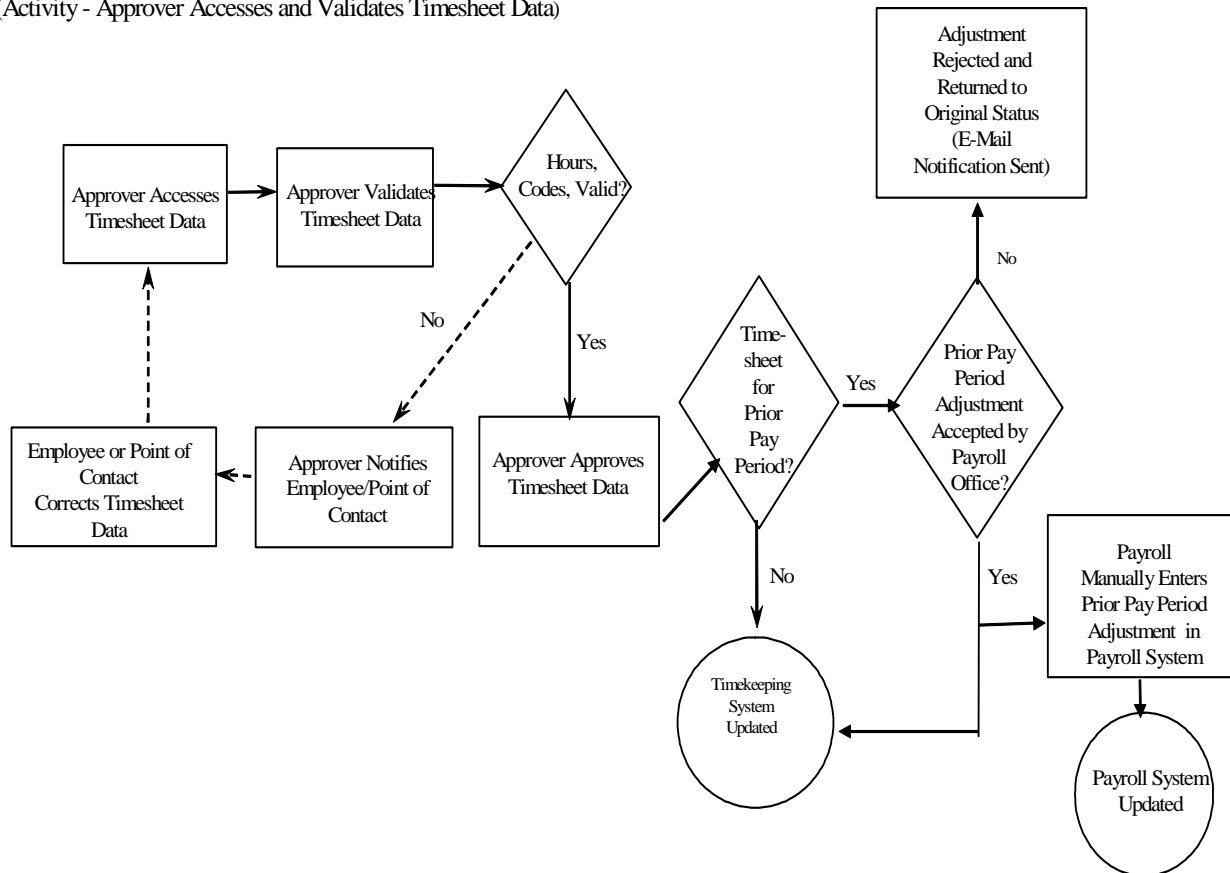


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Chart 3

Approver Approves Timesheet Data

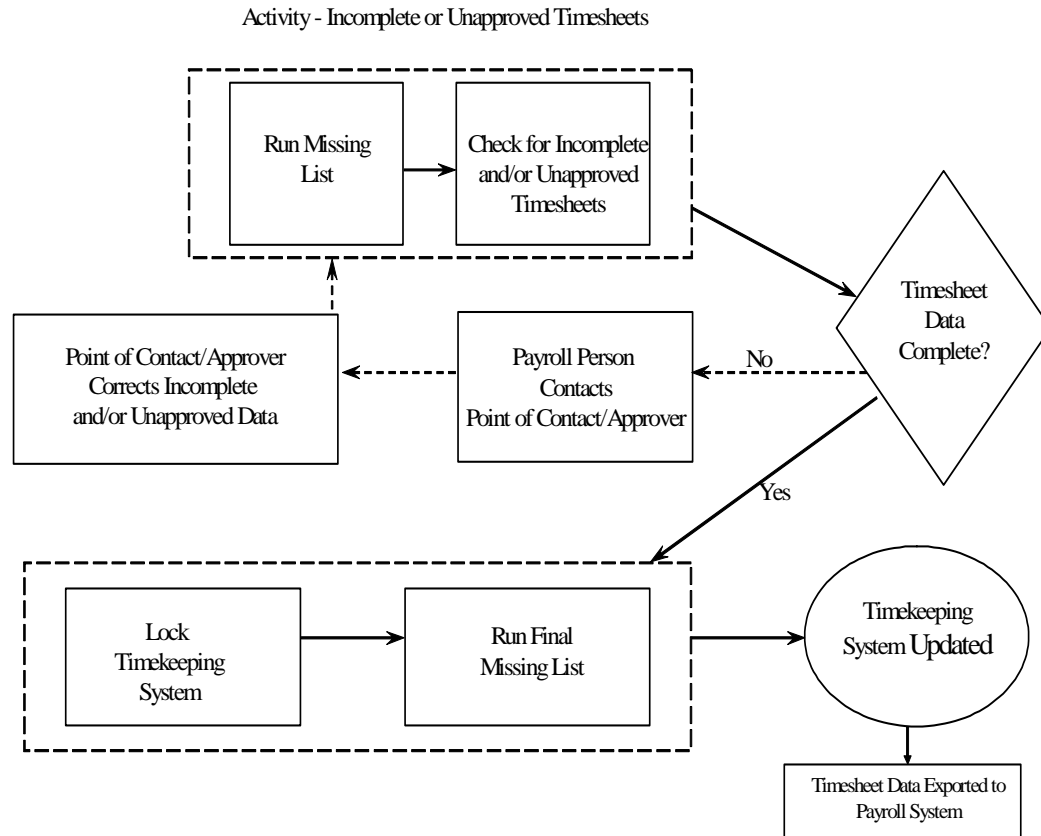
(Activity - Approver Accesses and Validates Timesheet Data)



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Chart 4

Payroll Person Prepares Timesheet Data For Processing

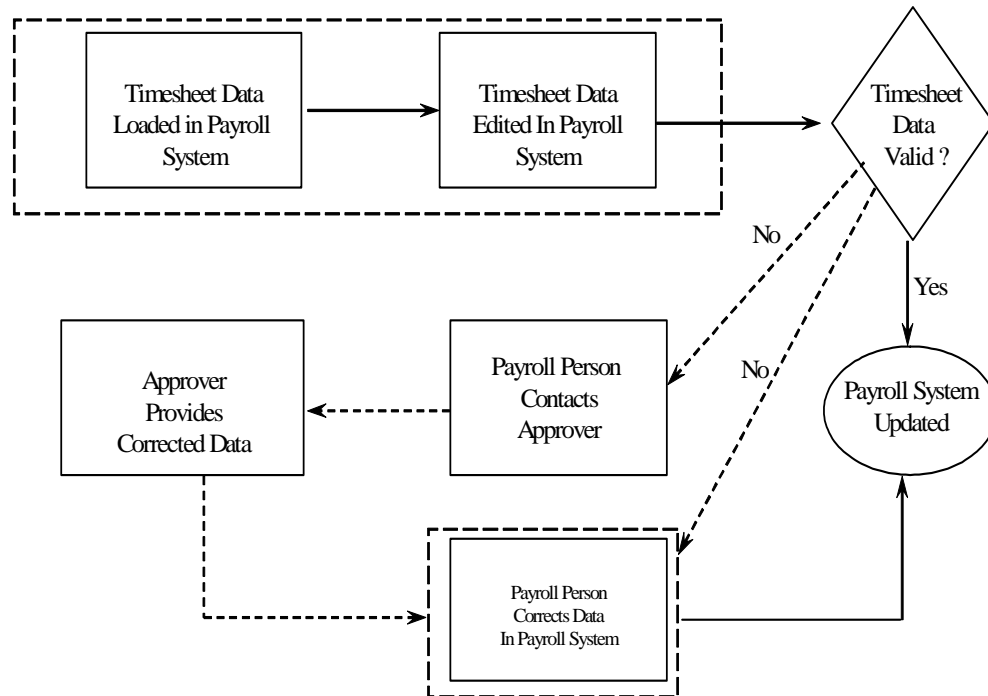


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Chart 5

Payroll Person Prepares Timesheet Data For Processing

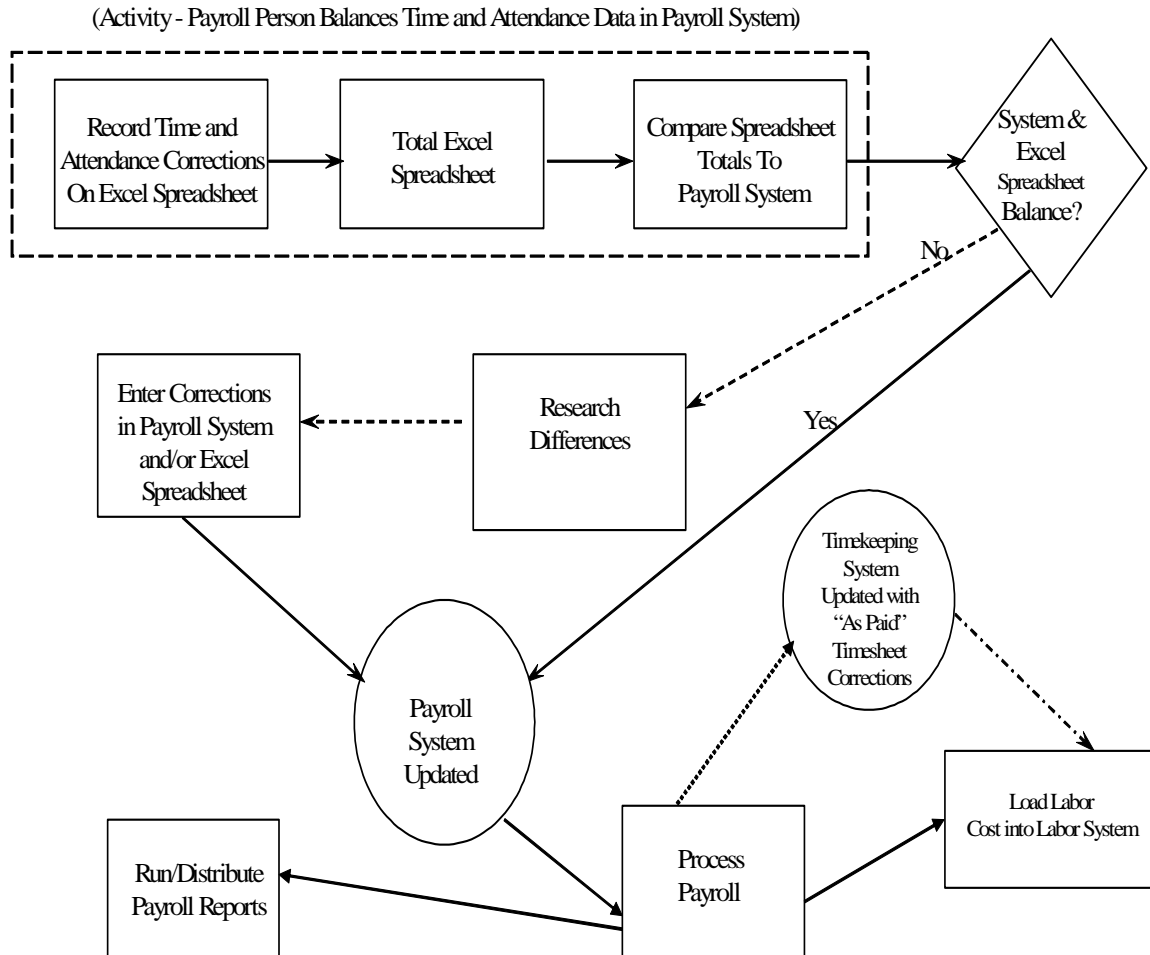
Activity - Payroll Person Prepares Time and Attendance Data in Payroll System



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Chart 6

Payroll Person Prepares Timesheet Data For Processing



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Chart 7

“As Paid” Corrections to Time and Attendance Data

Activity – “As Paid Corrections to Timesheet Data

